



# Academy of Certified Hazardous Materials Managers, Inc.

## JOB DESCRIPTION

Effective: 01-12-07

Category: **Volunteer**  
Job Title: **Secretary (2-year term alternating with Treasurer)**  
Immediate Supervisor: **President**

### Job Description:

General –The Secretary is responsible for the oversight, recording, and distribution of accurate, written account of actions or minutes taken at Board of Director (BoD) and Executive committee (EC) meetings. In his or her absence, he or she designates a representative to do so. The Secretary also acts as the BoD Parliamentarian.

- I. Detailed
  - A. General Performance Requirements
    1. Refer to Director-At-Large’s Job Description for General Performance Requirements.
  - B. Specific Performance Requirements
    1. Oversee development of ACHMM policy and procedures, including interim policies, when necessary for the proper guidance of ACHMM business.
    2. Responsible for reviewing all ACHMM records (with the exception of the financial records).
    3. Manage the recording and distribution of accurate, written account of actions or minutes taken at Board of Director (BoD) and Executive committee (EC) meetings.
    4. Complete the meeting minutes and task list during EC and BoD meetings.

5. The Secretary's signature attests all official actions of ACHMM.
6. Document progress related to completion of tasks assigned to the BoD.
7. Monitor and document accomplishments related to the ACHMM Strategic Plan.
8. Act as parliamentarian at BoD and EC meetings

## II. Time Management and Accountability

### A. Calendar and Deadlines:

1. Respect calendar and deadlines, including those listed in the Board Book and generated by the ACHMM Editorial Team (AET).

### B. Paperwork and Administration Duties

In addition to the Paperwork and Administrative Duties detailed in the Director-At-Large's Job Description, the Secretary must also perform the following duties:

1. Submit Annual Report of Administrative nature to the Membership at the annual National Business Meeting, as well as quarterly reports at each board meeting.
2. Develop and submit monthly Executive Committee meeting agendas 7 business days prior to EC meetings and 30 days in advance of quarterly Board of Directors meeting with input from the BoD and Executive Director.
3. Oversee production of meeting minutes for all BoD and EC meetings.
  - i. These meeting minutes must be sent to the president for review prior to transmission to the general membership.
  - ii. The computer generated meeting minutes must be submitted within 10 days following an ACHMM meeting to the BoD or EC for review.
4. Oversee the updating and creation of all policies and procedures at the direction of the President.
5. File other reports as directed by the President or the Board of Directors.

### C. Time Commitment

1. Commit no less than 15 hours per month to this position.

### III Meetings

#### A. General

In addition to the General Meeting requirements detailed in the Director-At-Large's Job Description, the Secretary must also:

1. Prepare for and attend all EC face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, including the meeting associated with the annual conference.
2. Maintain confidentiality of the EC sessions.
3. Perform secretarial and parliamentary duties as required by parliamentary law, ACHMM By-laws and Robert's Rules of Order Lite (RROL).
  - a. Determine when a quorum is achieved at meetings of the BoD.
  - b. Monitor BoD and EC meetings to ensure that the meetings are properly called to order, recessed and/or adjourned.
  - c. In conjunction with the Executive Director/National Office Staff (ED/NOS) , monitor BoD and EC meetings to ensure adherence to the approved agenda.
  - d. Track all assigned tasks during BoD and EC meetings and provide a verbal report back to attendees prior to adjournment.

#### B. Chair

1. Serve as Chair of BoD and EC in the absence of the President and Vice President.

#### C. Membership

1. Serve as a member of the EC as assigned by the President.
2. Serve as a member of the annual Nomination Committee assisting the Vice President with nominations, the election process and reviewing the final voting report in accordance with ACHMM bylaws.
3. Act as a member of the ACHMM Editorial Team (AET). Team members include Chair of Marketing Committee, Secretary, President, and Executive Director.

### VI. Other Duties

#### A. Fiduciary Responsibility

Refer to Director-At-Large's Job Description for Fiduciary Requirements.

B. Fundraising

Refer to Director-At-Large's Job Description for Fundraising Requirements.

C. Membership

Refer to Director-At-Large's Job Description for Membership Requirements.

D. Strategic Planning

Refer to Director-At-Large's Job Description for Strategic Planning Requirements.

E. Requirements for Position

1. A qualified candidate for the position of Secretary shall meet the requirements for a Director.

F. Benefits

All benefits afforded to volunteers of the ACHMM by policy (POL-05-001 and PRO-04-002) or otherwise.

I, \_\_\_\_\_, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed:

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Insert Individual's Name Here